

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO.

285

PAGE
NO.

1.

1. Requesting Agency

BARRETT SCHOOL FOR GIRLS

2. Division or Bureau of Requesting Agency

(COMBINED WITH MONTROSE, NOV. 21, 1963)

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

(NEW SCHEDULE TO BE PREPARED FOR MONTROSE AFTER COMBINATION WITH BARRETT - THEY WILL NOTIFY US - OCT 29/63)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. MINUTE BOOKS

Size: 12" x 9" x 1"

Quantity: 3 volumes

Dates: 1935 - -

File Arrangement: Chronological

File consists of Minutes of the Board of Managers of Barrett School since the purchase of the School by the State in 1934. Books contain a record of policy decisions, resolutions, and general activities of the Board.

RECOMMENDATION: RETAIN PERMANENTLY.

2. CASE FOLDERS

Size: 8 1/2" x 11"

Dates: 1934 - -

Quantity: Active, 12 FILE DRAWERS, 32 FILE DRAWERS, 25 cubic feet; inactive, 25 cubic feet (total 26.5 cubic feet)

File Arrangement: Alphabetical (BY CASE NO)

Annual Accumulation: 1.5 cubic feet

Disposible Amount: 12 cubic feet (estimate)

A case folder is maintained for each girl committed or detained at Barrett School. The contents of a typical case folder have been separated into two categories for purposes of retention:

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7. Agency, Division or Bureau Representative

Greenlee Pacer
Signature

Superintendent
Title

4/1/57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/15/57
Date

Morris S. Duda
Archivist

APR 8 1957
Date

McLuskey
Secretary

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6. Recommendation
of Hall of Records
and Board of Public
Works.A. Court records for commission or detention of delinquent--
includes social worker's report

Release--copy signed by committing court

Correspondence concerning inmate which may involve State
liabilitySDPW 417 (three-page), Referral for After-Care Planning,
made out to notify committing court when a girl is
recommended for release

SDPW 420, Progress Report to the Court

SDPW 421, Beginning Study Summary--contains complete per-
sonal history, history of a previous delinquency and
delinquency resulting in court action, recommendations
and judgments of the student guidance committeeSDPW 423, Face Sheet--contains vital statistics, summary
of court action, absences, after-care placement

A. RECOMMENDATION: RETAIN FOR SEVENTY YEARS AND THEN DESTROY.

B. Psychological Exam--general observations, summary sheet
for Wechsler Intelligence Scale for ChildrenSDPW 422, Reports from Staff--submitted periodically by
teachers, matrons, recreation and work supervisorsSDPW 433, Progress Report to Court on After-Care--family
background, school or job history, child-agency rela-
tionship, summary of child's adjustment since return
to community, statement of plan for continued super-
vision

SDPW 425, Consent for Medical Care--for committed only

SDPW 427, Data on Child Committed to Training School--copy
sent to SDPW six weeks after admissionSDPW 434, Training School Educational Report--submitted
thirty days before release

SDPW 435, Request to Court for Social History

SDPW 436, Follow-up Request for Social History

SDPW 437, Referral for Special Planning for Child Not
Meeting Admission or Discharge CriteriaActivity Sheets--summaries of interviews with inmate re
plans after release

Assignment Sheet--shows inmate's request for assignments

Summary of Infractions Sheet--with notation of punishment

Rough notes of case workers

Correspondence--with committing court, with parents, and
parties interested in child's welfareForm letters to parents re visits home, permission to
give medical care to inmate

Requests by inmate for appointment with case worker

Reports from Medical Unit--for beginning study, six-month
review, and terminal studyReports--longhand from matrons and other parties to the
Disciplinary CommitteeAdjustment Reports--from supervisors, teachers, etc, on
various incidents (CONT.)APPROVED
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6. Recommendation
of Hall of Records
and Board of Public
Works.Six-Weeks Report--academic background, placement in
work, summary of personality

Three-Months Report

Six-Months Report--summary of child's behavior, academic
progress

Personal property--slips and/or receipts

Medical History and Treatment Records--filed separately
after 1952 as Item 9,

- B. RECOMMENDATION: RETAIN ALL ~~EXCEPT MEDICAL HISTORY~~ RECORDS FOR TEN
YEARS AFTER DISCHARGE AND THEN DESTROY; RETAIN
MEDICAL HISTORY RECORDS FOR ~~TEN~~ YEARS AFTER DIS-
CHARGE AND THEN DESTROY.

3. INMATES' REGISTER (Roll Book)Size: 15" x 10" x $\frac{1}{2}$ "

Dates: 1934-1945, 1953, - -

Quantity: 1 volume

File Arrangement: Chronological

The Inmates' Register lists the names of inmates in order of com-
mission or detention, date entered, date out, and reason for being
out--escape, parole, release. Prior to 1936, when this record was
started, the volume contains the names of visitors to the school.

RECOMMENDATION: RETAIN PERMANENTLY.

4. TRAINING SCHOOL REPORT

Form No.: SDPW 701

Size: 3" x 5"

Dates: 1934-1953

Quantity: $\frac{1}{2}$ cubic foot

File Arrangement: Alphabetical

~~Disposable Amount:~~ $\frac{1}{2}$ cubic foot

A Training School Report was made out for each inmate when released,
discharged, paroled, or otherwise absent from school. A copy was
sent to the ~~State~~ Department of Public Welfare as a notification of
the status of the inmate. The following entries appear on the card:
name of child, address, date received, by whom committed, age, date
of birth, period of commitment, offense, status--discharge, parole,
hospital, escaped, etc., party to whom paroled, address, date, writ
of Habeas Corpus initiator and date, recommission date, parole vio-
lation date, date of commitment extension. On the reverse side
appear the following entries: mother's and father's name and address,
next nearest kin and address, held as State witness (date), held as
vagrant (date), signature, name of training school.

RECOMMENDATION: RETAIN ~~PERMANENTLY~~ FIVE YEARS,
THEN DESTROY.

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BOARD OF PUBLIC WORKS

SECRETARY

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THIS CARD WAS THE BASIS
FOR ESTABLISHING THE
RECORDS MAINTAINED BY THE CITY
TO THE STATE.

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4. Item	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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5. COTTAGE POPULATION REGISTER

Size: 15" x 12" x 1"
Dates: 1953 - -
Quantity: 9 volumes
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{2}$ cubic foot

The Cottage Population Register is a daily record of the population distribution of each cottage. Entries--separate sheet for each cottage--provide the following information: inmate's name and status--released, newly admitted, re-admitted, absconded and date of return, date of commission to hospital and return, date of return from week-end at home. This record provides a convenient breakdown of population distribution which aids reporting of population distribution information to the State Department of Public Welfare.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

6. SUMMARY CARDS

Form No.: SDPW 402, ~~replaced by~~ SDPW 404
Size: 5" x 8"
Dates: 1948 - -
Quantity: $\frac{1}{2}$ cubic foot

This file was maintained to provide a convenient breakdown of information, including the following: date paroled, local unit chargeable for cost of maintenance, boy's name, status of boy--admitted, carried over, on parole. As each boy was discharged, his card was prepared and filed. The original copy of this card was sent to the Department of Public Welfare.

Form 404 (8 $\frac{1}{2}$ " x 11"), Monthly Statistical Report of Juvenile Institution, has since 1954 been submitted to the Department of Public Welfare in place of Form 402. Form 404 is a monthly report containing the following information: date, facility (institution) submitting report, status of children committed or detained; days' care given during month; summary of population; status of referrals for after-care supervision; number of children classified by local unit chargeable for: children admitted; children for whom care was terminated; detained children admitted or discharged; children receiving care in facility at end of month and the number of referrals pending at end of month; and listing of children detained more than twenty-one days and in facility (institution) at end of the month.

RECOMMENDATION: RETAIN FOR ~~THREE~~ FIVE YEARS AFTER DISCHARGE OF THE STUDENT AND THEN DESTROY.

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PUBLIC WORKS

APR 8 1957

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6. Recommendation of Hall of Records and Board of Public Works.

7. LISTS OF COMMITTED BOYS OR GIRLS

Form No.: SDPW 406
Size: 8 $\frac{1}{2}$ " x 11"
Dates: 1953 - -
Quantity: Less than $\frac{1}{4}$ cubic foot
File Arrangement: Chronological

Lists of committed boys or girls who were admitted to training school and whose care terminated during the month are made out monthly by the training school. The original copy is sent to the State Department of Public Welfare. The following entries appear: name of training school, month, listing of inmates' names, notation of inmate's status--paroled, discharged without continuing service, AWOL over thirty days, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. COTTAGE LOG BOOKS

Size: 14" x 8" x 1"
Dates: 1954 - -
Quantity: 9 volumes
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{4}$ cubic foot

A Cottage Log Book is maintained by the cottage parents of each cottage. It is a daily record of events at each cottage--girls' physical ailments, events of interest, remarks on behavior of individuals, names of visitors, medicines administered, types of punishment administered, names of inmates who are discharged, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

9. MEDICAL HISTORY AND TREATMENT RECORDS

Size: 8 $\frac{1}{2}$ " x 11"
Dates: 1934 - -
Quantity: active, $\frac{1}{4}$ cubic feet
inactive, part of Item 2 (total $\frac{1}{4}$ cubic feet)
File Arrangement: Alphabetical
Annual Accumulation: 1 cubic foot

A Medical History and Treatment folder is kept for each girl committed or detained at the school. A folder may contain any of the following records:

Admission Sheet - date, name of inmate, address, age, date of admission, name of examining physician, summaries of laboratory reports, family history, and past medical history.

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6. Recommendation of Hall of Records and Board of Public Works.

Physical Examination Sheet**Treatment Sheet**

Reports from Medical Unit--original copy filed in case folder, submitted for beginning study, six-month review, and terminal study

Dental Cards

Laboratory findings--blood serology, cervical smear, sputum analysis

Approximately four years after inmate's discharge, all medical records are transferred to the Inmate's Case Folder (Item 2).

RECOMMENDATION: SEE RECOMMENDATION FOR MEDICAL HISTORY RECORDS UNDER ITEM 2, B., CASE FOLDERS.

10. DAILY RECORD OF TREATMENT

Size: 12" x 10" x 1"

Dates: 1956 - -

Quantity: 1 volume

File Arrangement: Chronological

Daily Record of Treatment is a record containing the following entries: date, inmate's name, and treatment or medication administered. A monthly report is prepared using this data.

RECOMMENDATION: RETAIN FOR ^{FIVE} ~~THREE~~ YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

11. SUPERINTENDENT'S GENERAL CORRESPONDENCE

Size: 8½" x 11"

Dates: 1934 - -

Quantity: 21 cubic feet

File Arrangement: By year and alphabetical therein

Annual Accumulation: 1.5 cubic feet

Disposable Amount: 16 cubic feet (estimate)

This is the operating file maintained by the Superintendent's office. Most of the correspondence is received from or directed to Federal, State, local, or private organizations and agencies which have an interest in the activities of Barrett School for Girls.

In addition to correspondence, the file contains the following types of material: departmental reports, memoranda, staff schedules, menus, copies of daily population reports, daily population sheets (internal), staff meeting agendas, inmates disciplinary reports, reports to Board of Managers, and papers related to budget planning.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY ANY MATERIAL HAVING LEGAL OR ADMINISTRATIVE VALUE AND DESTROY ALL OTHER MATERIAL.

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6. Recommendation of Hall of Records and Board of Public Works.

12. SUPERINTENDENT'S BOARD MEMBER FILE

Size: 8 $\frac{1}{2}$ " x 11"
Dates: 1947 - -
Quantity: 1.5 cubic feet
File Arrangement: Alphabetical
Annual Accumulation: Less than $\frac{1}{2}$ cubic foot

This file is made up of:

- A. Folders for current and past members of the Board of Managers. Each folder may contain correspondence with the Board member, copies of meeting notices, agendas, etc.
- B. Superintendent's Monthly Reports to the Board of Managers.

FIVE

~~X.~~ RECOMMENDATION: RETAIN FOR ~~TEN~~ *FIVE* YEARS AFTER EXPIRATION OF BOARD MEMBER'S TERM AND THEN DESTROY.

~~B.~~ ~~RECOMMENDATION: RETAIN FOR TWENTY YEARS AND THEN DESTROY.~~

13. PAYROLL LEDGER

Size: 14" x 10" x 1"
Dates: 1941-1946 - -
Quantity: 1 volume
File Arrangement: Chronological
Audit: State

Employee's name, job classification, and amount of pay for a bi-weekly period are entered in the Payroll Ledger.

RECOMMENDATION: RETAIN PERMANENTLY.

14. ACCOUNTING RECORDS

Dates: 1934 - -
Quantity: 66 cubic feet
File Arrangement: Chronological
Annual Accumulation: 8 cubic feet
Disposable Amount: 32 cubic feet (estimate)
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry, which are to be retained permanently, are:

- Cash Receipts and Disbursements (Cash Books), 6 volumes, 1934 - -
- Cash Disbursement Register, 2 volumes, 1948 - -
- Appropriation Ledgers, 2 volumes, 1952 - -
- General Journal, 1 volume, 1951 - -

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APPROVED BY	
BOARD OF PUBLIC WORKS	
ATTEST	
<i>[Signature]</i>	
SECRETARY	

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Specifically the supporting records are:

Comptroller of the Treasury

Form No.

P-1-S	Memorandum of Adjustment
E-1 and E-1/2	Distribution of Charges
DD-1	Transmittal
R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip
	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100-24	Actual Emergency Purchase Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2
B.P. Inv. R101	Budget Schedule Amendment Sheet
B.P. Inv. R102	Report of Fixed Assets (annual)
B.P. Inv. 6	Report of Materials and Supplies (annual)
	Materials and Supplies Physical Inventory (annual)

Budget form
Nos. 1 thru 11

Budget Estimates Fiscal Year (13 pages including farm statement)

PP-1-A

Power Plant Utility Report (monthly)
Farm Report (annual)
Farm Report (monthly)
Food Report (monthly)

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Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Canceled Checks
Inventory - expendable equipment
Check Stubs
Inmate's Purchases--commissary account cards
Inmate's Order for Commissary Purchases
Cash Receipts
Petty Cash Slips--for less than a dollar
returned to inmate at time of discharge
Receipt for clothing issued
Statistical Card for Child Detained in Training
School
Monthly Statistical Report of Training School
to State Department of Public Welfare
Quarterly bills to counties for girls in the
training school
Vendors delivery receipt
Shipping and delivery instructions
Bi-weekly Overtime Sheet for Employees
Employees' time cards--punch clock
Student Fund receipt or withdrawal books--
original slips given to inmate upon deposit
or withdrawal of funds
Night watchman's punch clock dials
Trial Balance books

SDPW-403

SDPW-404

SDPW 394


RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER
IS LATER, AND THEN DESTROY.

15. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL
RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll
form is to be retained for five years or until audited, whichever
is later, and then destroyed. (General Schedule No. G-1, Item 1-d
approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years
or until audited, whichever is later and then destroyed. (General
Schedule No. G-2, Item 1-d, approved by the Board of Public Works,
January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to
be retained for three years or until audited, whichever is later,
and then destroyed. (General Schedule No. G-2, Item 3-b, approved
by the Board of Public Works, January 11, 1954).

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	<p>PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	
16.	<p>MASTER AUTHORIZATION</p> <p>This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.</p> <p>RECOMMENDATION: RETAIN WHICH IS DESTROYED ^{LATEST MA CARD FOR} FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY. RETAIN ALL OTHER MA CARDS FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY</p>	
17.	<p>LEAVE CARDS</p> <p>File includes the following records:</p> <p>Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee</p> <p>Leave Applications</p> <p>Doctors' certificates</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR ^{LATEST LEAVE CARD FOR FOUR YEARS AFTER} UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY. RETAIN ALL PRIOR ^{TERMINATION} CARDS FOR ^{OF SERVICE} THREE YEARS OR ^{UNTIL AUDITED} UNTIL AUDITED ^{BOARD OF PUBLIC WORKS} WHICHEVER IS LATER, THEN DESTROY</p>	
18.	<p>PERSONNEL RECORDS</p> <p>Size: 8½" x 11"</p> <p>Dates: 1953 - -</p> <p>Quantity: 1 cubic foot</p> <p>File Arrangement: Alphabetical by employee</p> <p>Annual Accumulation: Less than ¼ cubic foot</p> <p>A Personnel Folder is maintained for each employee of Barrett School. A typical folder may contain any of the following records:</p> <p>SEC 130 - Request for Temporary Appointment</p> <p>SEC 101 - Application for Employment</p>	

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6. Recommendation
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and Board of Public
Works.

Withholding Exemption (copies)

X-Ray Reports

SEC-108 - Certification of Eligibles to Appointing Authority

ERS 2, Employee's copy of enrollment card

Notification of Satisfactory Physical

Notice of overdue physical examination report

Routine correspondence re recommendations, credit matters,
sick leave, etc.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER TERMINATION OF EMPLOY-
MENT AND THEN DESTROY.

PERSONAL HISTORY CARD

RECOMMENDATION: RETAIN PERMANENTLY

RETAIN PERMANENTLY

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[Signature]

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